

**Minutes of COFAS 2009**  
**May 29, 2009**  
**Mont Tremblant, Quebec**

Attendees: Lori Morinville, Kevin Becker, Roxanne Rowe, Karyn Popplestone, Brygeda Renke, Linda Wagner, Phyllis DeRosa-Koetting, Pat Moore, Arlene Naugler, Susan Stevenson, Brigitte Schotch, Kelly McCaughey, Leslie Dick, Joseph Varga, Honore Kerwin-Borrelli, Lise Robichaud, Pat Finn, Chris Penn, Henry Mandelbaum, Graeme Stewart, Karat Luojia TenBrinke, Murray Mollard, Rosemary Morgan, Louise D'Anjou, Jill Diamond-Strong, Gilles Allain, Lee-Ann Fielding, Christina Szewczyk, Angela Hold, Deena Rubuliak, Jenny Meischl, Doug Dorward, Kimberly Benoit, Marie-Claude Delorme, Maureen Sims, Debbie Noble, Deborah Jackson

1. Approval of Agenda  
Motion to approve agenda made by Lori Morinville, Seconded by Pat Finn  
Carried
  
2. Approval of Minutes from May 31, 2008  
Motion to approve minutes made by Lori Morinville, Seconded by Kimberly Benoit  
Carried
  
- 3.1 Treasurers Report- Deborah Jackson  
A report was provided by Deborah Jackson  
Motion to approve Treasures Report made by Roxanne Rowe, Seconded by Arlene Naugler  
Carried
  
- 3.2 Membership Directors Report- Rhonda Clark George  
Chris Penn requested a list of membership that attended 2008 conference.  
Deborah Jackson will provide.
  
- 3.3 Conference Agenda Coordinators Report – Kimberly Benoit
  - All speakers are internal as there are many skilled people within the group
  - Topics were chosen as a result of last year's evaluation
  - Bridgette Schotch & Roxanne Rowe assisted in Salary Survey
  - Kimberly reiterated that the budget for COFAS conference is \$15,000.00.  
Approval from Executive is required to exceed that amount.
  
- 3.4 Conference Organizers Report – Marie-Claude Delorme  
Some tips for future planners – Book a venue that you can visit regularly and ensure that you have everything in writing

- 3.5 Website Coordinator - Deborah Jackson  
Motion by Pat Finn to move the COFAS Listserv to the CAUT site, Seconded by Lori Morinville  
Carried
- 3.6 Presidents Report- Debbie Noble  
Debbie thanked the executive and the membership for their assistance during the 2008-09 term. Current economic times have affected Universities as well. Universities are dealing with financial challenges, poisoned work environment issues. There are now 2 people trained for the website, Deborah Jackson and Jean Roath. The website is being revamped to make it more useful to members. Debbie encouraged those in attendance to use the resources in the room. Anytime there is a change in your organization COFAS is to be informed.
- 3.61 Salary reference info of COFAS Website-Demonstration  
A presentation was made by Roxanne Rowe and Bridgette Schotch. Some new tentative categories were set up this year. They are open to feedback
- 3.7 Others – No Reports
- 4.1 COFAS-Discussion on the Purpose of COFAS.  
Kimberly Benoit thanked Debbie Noble for her contribution to COFAS.  
Discussion took place on the purpose of COFAS.  
Motion made by Doug Dorward that COFAS remain Status Quo as a professional organization not an advocacy organization.  
Seconded by Lori Morinville  
Carried
- 5.0 Elections  
5.1 President - Debbie Noble  
5.2 Vice President – Doug Dorward  
5.3 Treasurer – Deborah Jackson  
5.4 Secretary – Linda Wagner  
5.5 Membership Director – Kimberly Benoit  
5.6 Cheque Signing Officers –Kimberly Benoit nominated Deborah Jackson & Louise D’Anjou for cheque signing.  
5.7 Website Coordinators- Deborah Jackson & Jean Roath  
  
Motion made by Pat Finn to accept the nominees as the 2009-10 executive,  
Seconded by Gilles Allain  
Carried

6.0 Upcoming conferences

6.1 COFAS 2010 – [East] Moncton (May 27-30, 2010)  
Site Coordinators - Arlene Naugler and Lise Robichaud  
Agenda Coordinator - Gilles Allain

6.2 COFAS 2011 – [West] Victoria – [May 26-29, 2011]  
Site Coordinator Denise Lunger  
Agenda Coordinators Susan Stevenson & Doug Dorward  
Brochure for hotel distributed

6.3 COFAS 2012 – [Central] Niagara Falls–[May 31-June 3, 2012]  
Site Coordinator – Kimberly Benoit  
Agenda Coordinators- Lee-Ann Fielding & Roxanne Rowe

7.0 Other Business - None

Motion made by Brygeda Renke to adjourn the meeting  
Seconded by Susan Stevenson  
Carried

Meeting Adjourned